

## **Detailed Instructions for Completing the American Recovery and Reinvestment Act (ARRA) Kansas Clean Diesel Grant Application**

Please read the ARRA, Kansas Clean Diesel Grant Program Application Packet and Instructions. There are three documents we require in order to consider your grant proposal:

### **I. ARRA application for the Kansas Clean Diesel Grant Program**

### **II. Applicant Fleet Description Spreadsheet**

### **III. Letter of commitment**

#### **I. ARRA application for the Kansas Clean Diesel Grant Program**

1. Open the attachment ARRA Kansas Clean Diesel Grant Program Application. Complete the information on page 1.
2. On page 2 under **Project Description**, describe, in detail, the project for which you are requesting funding. You may attach additional pages, if necessary. Include answers to the following questions:
  - a. Describe the project – what do you want to do? How much per vehicle will it cost? What will be the total cost of the project? How much funding will you provide in addition to that requested from the Kansas Clean Diesel Grant Program? Will you provide any in-kind services (such as installation) to reduce the cost of the project? This information must be consistent with the information on the Application Fleet Description (AFD).
  - b. Have you ever completed a project similar to this? What steps will you take to complete this project? For example, how will you manage your operation while taking vehicles out of service to be retrofitted?
  - c. How will your project stimulate Kansas' and/or America's economy? How will your project create and/or preserve jobs?
  - d. What are the public health benefits of this project? How will it reduce environmental risks to the public and sensitive populations, especially in densely populated areas or areas that receive a disproportionate quantity of air pollution for diesel vehicles?
  - e. Does your organization have operating practices for its diesel powered vehicles that positively affect the air quality where the equipment is used? Has your organization established and does it adhere to diesel engine idling reduction practices? How is adherence verified?
3. On page 3 under **Technology Employed by Project**, describe in detail the technology that will be employed in your project. Include a description of the bids you received.
4. On page 3 under **Budget Summary Information**, complete the summary of costs for your project. Under the heading "Requested funding", list the total amounts for equipment and installation costs for which you are requesting reimbursement from the Kansas Clean Diesel Grant Program. Under the heading "Match", list the total amounts for equipment and installation that will be provided from other sources. Under the heading "Project Total", show the total project costs.
5. On page 3 under **Project Timeline**, enter the date you intend to start and complete your project.
6. On page 4 under **Certification**, read the certification and provide the appropriate signatures and tax number.
7. Save the document and include it with your final submittal packet

## **II. Applicant Fleet Description (AFD) Spreadsheet**

1. Open the attachment titled ARRA Kansas Clean Diesel Grant Fleet Description Spreadsheet. Follow the instructions under the tab “INSTRUCTIONS FOR AFD.” Open the spreadsheet under the tab “AFD” and complete **Section One**.
2. Complete **Section Three** for the vehicles for which you are applying for funding to retrofit. You can use the sample provided under the tab “Sample AFD” to help you. The tab “References” will explain various classifications (e.g., On-Road, Non-Road; vehicle class, etc.).
3. Determine the total cost of completing the project for which you are requesting funding. Determine what additional funds or services, if any, you will provide to complete the project for which you are requesting funding. Then complete **Section Two** of the AFD.
4. Save the document and include it with your final submittal packet

## **III. Letter of commitment**

1. Open the attachment titled ARRA Kansas Clean Diesel Grant Letter of Commitment
2. Please provide the information in the brackets including an official signature
3. Save the document and include it with your final submittal packet

## **Questions regarding the application**

Please direct all questions regarding the ARRA Kansas Clean Diesel Grant Program Kathleen Waters via e-mail at [kwaters@kdheks.gov](mailto:kwaters@kdheks.gov). All questions and their answers will be posted on the KDHE website for public viewing at, <http://www.kdheks.gov/bar/whatsnew.html>. The deadline to submit questions is June 24, 2009.

## **Submitting your three documents by the deadline, June 30, 2009**

Mail signed hard copy to:

ARRA Kansas Clean Diesel Grant Coordinator, Kansas Department of Health and Environment, 1000 SW Jackson, Suite 310, Topeka, KS 66612 Attn: Kathleen Waters **and** send an electronic copy via e-mail to [kwaters@kdheks.gov](mailto:kwaters@kdheks.gov).

**Applications must be received in the KDHE office at 1000 SW Jackson, Suite 310, Topeka, KS, by June 30, 2009.** The Department is not responsible for late mail delivery. Applications received after that time will only be considered if all funds are not allocated with timely applications.